

OPC

1 September 1949

MEMORANDUM

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TO : Mr. [REDACTED], COP

FROM: Chief, Confidential Funds Branch

SUBJ: Procedural Change in Submission of Local Entertainment
and Local Travel Accounts

1. Effective 1 September 1949, this office desires to have accounts of operations officers claiming reimbursement for expenses of the type indicated above submitted on a monthly basis. In this manner, there can be achieved a material reduction in the volume of vouchers to be processed; resulting in the saving of much valuable time throughout OPC and this office. The substantiation requirements on such accounts will, of course, remain unchanged.

2. We appreciate that the functioning of this technique will result in some persons incurring substantial investment in such claims pending their reimbursement at the conclusion of the account month. Therefore, we are prepared to make interim advances to tide such persons over until reimbursement can be accomplished. We would, of course, appreciate it were the number of such advances to be kept to a minimum consistent with the circumstances of the individual claimants.

3. This procedure does not apply to non-local travel accounts which should continue to be submitted promptly upon completion of the travel.

4. In view of the fact that many officials, in your office particularly, are effected by the terms hereof, please circularize this memorandum among those concerned.

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[REDACTED]
Chief, Confidential Funds Branch

FWR:mg